

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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(602)-542-5695
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SCHOOL FINANCE MEMORANDUM 03-015

TO: Charter School Administrators, Directors, Principals

FROM: Mary Beth Reilly

DATE: October 11, 2002

SUBJECT: October 15, 2002 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The October 15, 2002 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please e-mail the School Finance inbox at SchoolFinance@ade.az.gov.

All eligible charter schools have been paid based on student lists submitted by September 20, 2002.

In the event that you did not receive a October 15, 2002 payment, it may be due to missing or late submitted forms and/or student lists. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued.

Future payments will be based on the 40th and 100th day SAIS information submitted by your Charter. If your Charter has not reached its 40th day plus 12 days, your payments will continue to be based on the September 20, 2002 enrollment lists. If you have questions about student counts or other required information please call **Rose Whelihan** at (602) 542-8240 or e-mail at: rwhelih@ade.az.gov.

The adjustment for 200 days for FY'03 has been made in the October payment. In order to be eligible for the increase, each Charter must have prior approval from their sponsoring board, the school calendar must reflect 200 session days and the FY2003 budget worksheets on file with ADE must reflect the increase and be submitted by December 31, 2003. If you did not receive the 200 day adjustment and expected to receive it, please check your calendar and FY'03 budget worksheets to ensure each reflect the appropriate adjustments for 200 days. Audit expenditures will be processed in the November payment.

If you have any concerns regarding your equalization calculation or payments please call School Finance at (602) 542-5695.

October 11, 2001